



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

November 10, 1999

**OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-25**

**TO:** All UPS Agencies

**FROM:** Ronald S. Mitchell  
Director

**SUBJECT:** OSUP User Services Training Classes

The User Services Unit of the Office of State Uniform Payroll has been offering two training classes: (1) 941/W-2C & L3 Training and (2) Payroll Liabilities and Clearing Fund Activities Training. Until further notice, these classes will no longer be offered.

These classes are being restructured to incorporate the consolidation of employer identification numbers by OSUP effective January 2000. At that time, OSUP will begin completing Form 941 (Employer's Federal Tax Return) and Form L3 (State Annual Reconciliation) for all UPS agencies. Also, the requirements for reporting Quarterly Unpaid Balances in the clearing fund will be revised. Due to these changes, the User Services Unit is in the process of rewriting the training manuals and material to accommodate the new processes.

OSUP will notify agencies when classes resume. However, if your agency has not already attended a training class and needs assistance, please contact a member of OSUP's User Services Unit at (225):

Karen Antoine	342-5354	Debbie Causey	342-5377
Lawanna Green	342-5345	Paula Rotolo	342-5357

RSM:KWA/kmb